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THURSTON COUNTY FIRE DISTRICT THREE

BOARD OF FIRE COMMISSIONERS

MINUTES OF THE MEETING

October 17th, 2024

The meeting was conducted remotely via Zoom and with in-person attendance at Station 31.
1231 Franz St SE, Lacey, WA 98516

Present:	Present (Virtual):	Excused:
Commissioner Kirkbride		
Commissioner Roberts		
Commissioner Hetzler		
Commissioner Gamble		
Commissioner Kelling		

I. CALL TO ORDER

Commissioner Kelling called the meeting to order at 5:30 PM, followed with a salute to our Nation's Flag.

II. APPROVAL OF THE AGENDA

MOTION: To approve the agenda as published.

Motion: Commissioner Gamble
Second: Commissioner Kirkbride
Carried: Unanimous

III. HEARING OF THE PUBLIC /MEMBERS PRESENT

None.

IV. APPROVAL OF THE CONSENT AGENDA

A. Draft minutes of the October 3rd, 2024, meeting of the Board of Fire Commissioners.

B. Warrants (AP 10B 2024):

- General Fund 001 (Acct #6630) EFTs numbered 5446 through 5455; checks numbered 24116 through 24141; drafts numbers 1428 through 1448 for a total amount of $1,270,028.69.

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- Equipment Repair and Replacement Fund 103: EFT number 5456; check number 24142 for a total amount of $7,985.39.
- Capital Projects Fund 301: EFT number 5457 for a total amount of $9,060.51.

C. Payroll 10B 2024 in the amount of $1,715,295.28.

MOTION: To approve the consent agenda as published.

Motion: Commissioner Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

V. COMMITTEE REPORTS

A. Thurston County Medic One
No report; the next meeting will take place on October 24th. There is a committee meeting next Monday to review comments received on the draft.

B. Thurston 9-1-1 Communications (TCOMM)

No report; the next meeting will take place on November 6th.

C. City/District Liaison

No report; the next meeting is tentatively scheduled for November 7th.

D. Thurston County Fire Commissioners Association

Commissioner Kelling reported:

- There was a discussion on the county EMS Comprehensive Plan. That plan has not yet been formally released for comment. Commissioner Kelling clarified that the EMS Comprehensive Plan is on the schedule for next Thursday's meeting for approval by the counsel.
- Board officer elections are coming up with nominations to be taken at the next meeting in November. If anyone is interested in running for the president, vice president, or secretary/treasurer positions, Commission Kelling can put forth the names. Elections will be held in December.

E. Thurston Regional Planning Council

Commissioner Hetzler reported:

- There was a first review of the congestion management process plan. There is a requirement to develop a regional approach to managing congestion with the objectives of increased walking, biking, and transit; reducing congestion; improving travel times; reducing fatal and serious

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injury crashes; maintaining existing assets such as roads and bridges; improving access to jobs and community destinations, with the focus areas being safety, traffic management, public transportation, and site mobility. This plan needs to be created every five years.

- There has been discussion about including 507, Rainier Road, and Old Highway 99 along with some other areas that have been identified. The plan will need to be monitored annually and updated every five years.
- There was a presentation on the call for projects. There are $19.2 million to award, which is the most ever. They went through and presented the projects that have passed the first round of reviews. They will go back to the TPV subcommittee to review and rank and will come back to the TRPC for approval in December. If any of the commissioners are interested in the projects, Commissioner Hetzler can share the slide show presentation.
- There was a discussion about number assessment fees. There has been discussion about the assessment fee including a technology fee. The assessment is $1000 per year (very minimal compared to many). The increased fee is only $1,142 each year for the next five years. There are many different city municipalities that have large technology fees. This is a five-year assessment, and in five years, this will be revisited.
- There was a presentation on the legislative priorities for this year, which was approved. There is also a slideshow for this presentation which Commissioner Hetzler can share if desired.

F. Community Outreach

Chief Brooks shared:

- October is Fire Prevention Month. Dedicated crews are coming in each day and doing visits to the schools. Every elementary school and nearly all of the private schools are being visited by the crews. It has been a good change this year to have dedicated personnel for these visits rather than having to pull the crews out to make the visits.
- Chris DeBell has been heavily engaged in a lot of on-site outreach such as the car seat program.
- There has been an uptick in the room usage at each of the facilities. There will need to be a long-term discussion about the availability of the facilities. There will be limited period of use availability of Station 34’s meeting room. That space will be allocated for the second battalion chief.
- Commissioner Kelling inquired about the visits for fire prevention month and whether this is for grades K – 2. Chief Brooks confirmed that this is correct. Commissioner Kelling asked what is driving that limitation on age range. Chief Schmidt responded that this is a national movement. The curriculum is not localized; it has been established nationally, and that is the age group that is focused on. With the invention of the CR&R division, there will probably be ideas on ways to expand and have dedicated staff that can get into the schools and offer more robust education for different age groups.

Commissioner Kelling asked if the dedicated crews are visiting each classroom. Chief Schmidt responded that it varies by school, but often, there will be a larger group assembly for the education component.

- Commissioner Kelling inquired if there have been any trends in requests for station visits. Chief Schmidt reported those asks are fairly consistent, and there is a good process in place for when those requests are made. Those are fairly frequent once the school year gets underway.

G. Capital Facilities and Equipment Activities

Chief Brooks shared:

- This will be covered in detail on the Saturday workshop. There is nothing acute that needs to be addressed at this moment.

VI. OLD BUSINESS

A. Station 34 Stormwater Retention Pond Easement — Staff Report

- Chief Brooks thanked Chief Cerovski for being proactive in requesting follow up with the city manager and for meeting with him in person. Also, appreciation to the city manager for his timeliness in going back and fulfilling his promise to talk to staff and reach back out.
- Chief Cerovski reported on his meeting with the city manager and provided a memo to the commissioners summarizing the meeting.
- Commissioner Kirkbride thanked Chief Cerovski for an outstanding job researching the situation and communicating all of the concerns to the city. Thanks to Chief Cerovski for his pursuit of this issue. It appears that this has been taken as far as it can go. The city has indicated their position very clearly, and the only other recourse would be to go to court, but at this point, it appears better to move on from this.
- Commissioner Kelling expressed appreciation of the discussion on the case of acute emergency and that it would come down to whoever had the accident or created the emergency. This clarification is helpful. Thanks to Chief Cerovski for all the good work on this issue.

VII. NEW BUSINESS

A. 2025 Draft Budget — Staff Report

Director Kirkwood presented the 2025 draft budget.

- The preliminary assessed value: $21,945,920,893 (up 7.49% from 2024). This is capped at 6% per statute.
- The projected property tax revenue is $32,461,510 (up $1.84 million from 2024). This includes new construction of approximately $400 million.
- 4% COLA – all staff.
- 6% match of deferred compensation – all staff.
- Adding 8 new firefighter positions.

- Adding 4 new battalion chief positions (April 2025).
- Promoting 4 lieutenants – backfill new battalion chiefs.
- Adding 4 lieutenants – Station 32.
- Adding administrative support positions including HR generalist, business analyst, & CRR staffing. Positions to be phased in throughout 2025.
- Medical insurance rates up by 6.9%.
- Adding Enterprise Lease of smaller fleet vehicles.
- Continuing interfund transfers to meet apparatus replacement schedule and reserve needs.

B. ALS Contract Amendment No. 4 Staff Report & Board Action

Chief Brooks reported:

- This discussion has been ongoing for several years. The most recent recruit academy had the addition of an EMT class. This is a standardized way of training paramedics regardless of their background.
- The agency is asking to have the funding support of Medic One, as this is not an inexpensive venture. Funding has to be provided for the number of medics in the class as well as backfill for the instruction.
- This amendment is being affording to all three ALS agencies as a mechanism to amend the existing contract. It will be rolled into the new contract when it is negotiated next year.
- 2025 is expected to be the beta test, with the first of these academies scheduled to begin in January.
- The ask from staff is to authorize the fire chief to sign this agreement with Medic One.

MOTION: <u>To allow the fire chief to approve the Intergovernmental EMS Contract ALS Funding Amendment No. 4.</u>

Motion: Commissioner Kirkbride
Second: Commissioner Hetzler
Carried: Unanimous

VIII. ADMINISTRATIVE REPORT

A. District Monthly Financial Report

Director Kirkwood provided the Financial Status Report as of September 2024.

- The summarized statement of activities was shown and reviewed. For the General Fund, total expenditures year to date are $26.3 million (about 67% of the budget) with a net excess (deficit) of $3,331,656.
- In Donation Fund 101, the net excess (deficit) is $24,615.
- In Reserve Fund 102, the next excess (deficit) is $874,656.
- In Equipment Repair and Replacement Fund 103, the net excess (deficit) is $1,728,666.
- General Fund Summary: the net excess (deficit) is $5,959,593.

- Bond Fund 201: the net excess (deficit) is $55,074.
- Bond 2017 Fund 202: the net excess (deficit) is $515,028.
- Capital Projects Fund 301: the net excess (deficit) is $914,990.
- Capital Projects CFEP Funds 307: the net excess (deficit) is $876,221.

B. Chief Brooks' Administrative Report

Chief Brooks reported:

- Deputy Chief Cerovski, Chief Schmidt, and Chief Brooks met with Mr. Wolf, the attorney representing the Nisqually Tribe, along with one of their contractors from Acorn Environmental who did all of the environmental assessment work and is developing preliminary impact statements that are being circulated for comment. The consultant went through an abridged version of the project, overviewing the two separate elements, outlining the gaming proposal, which went through its initial environmental impact statement scoping back in August. What is now being made available is the environment assessment for the mixed use commercial and retail element.
- It is a two-step process for the gaming side because there has to be both the authorization for the property itself and then the authorization for gaming. The tribe is not certain how that will be handled. They are prepared for either acceptance or rejection of the gaming option. They have secondary options if the gaming side were to be declined. They are scoping that work so that it would not have to go back through the entire process. This would help keep the two projects in a similar time frame. It is a more scrutinizing process for the gaming side, so it is running more slowly and will have a more detailed report forthcoming around the first quarter of next year.
- Chief Brooks attached the proposed draft letter that was shared with their attorney for his review. He had no concerns or comments back.
- Chief Brooks had a conversation earlier today with the city manager. The city is finalizing their draft document that will go forward tomorrow. The content of both was discussed to ensure alignment and no conflict. The city wants to include in their document a need for public safety services to be addressed and their willingness to do that jointly if it makes sense with the fire district and the tribe.
- It was agreed with the tribe that over the course of the year, LFD3 can put together some fairly high level scoping of what it would likely take from a financial standpoint to provide the level of service believed to be necessary.

MOTION: To authorize Chief Brooks to submit the letter that he presented to the commissioners this evening.

Motion: Commissioner Hetzler
Second: Commissioner Roberts
Carried: Unanimous

IX. COMMISSIONER COMMENTS

Commissioner Roberts – thank you to Director Kirkwood for all the work on the budget. Will not be able to attend the November 7th meeting in person but will attend via Zoom.

Commissioner Kirkbride – will be unable to attend the workshop on Saturday. Thanks to Director Kirkwood for his outstanding job on the monthly reports and the annual budget.

Commissioner Gamble – thanks to Director Kirkwood for all the hard work and time and effort.

Commissioner Hetzler – thanks to Director Kirkwood for his presentation of the budget and how easy it was to follow.

Commissioner Kelling – a reminder that at some point Chief Brooks will be talking about member recognition and the recognition ceremony. If the commissioners are encouraged, if they have not yet done so, to review the comprehensive plan that Commissioner Kirkbride shared. It was very well written and easy to follow.

X. CORRESPONDENCE

None.

XI. HEARING OF THE PUBLIC / MEMBERS PRESENT

None.

XII. ADJOURNMENT

The meeting adjourned as of 6:50 PM.

Next Regular Meeting: November 7th, 2024– 5:30 p.m.
Available via remote meeting.

DocuSigned by:
Rick Kelling
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11/9/2024
Chair

Signed by:
Liberty Hetzler
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11/8/2024
Vice Chair

Signed by:
Melissa Gamble
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11/9/2024
Commissioner

Signed by:
EBC052AD01484B5...
11/8/2024
Commissioner

Commissioner

DocuSigned by:
Michael Cerovski
A7184946CD19467...
11/8/2024
ATTEST: District Secretary